

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR PERSONNEL ANALYST

DEFINITION:

Under direction, to perform the more difficult and responsible professional personnel work in a central personnel agency; to act as a lead analyst, coordinating the activities of other analysts and subprofessional personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- As an experienced generalist, performs large scale or the more difficult position classification, compensation, or employee relations studies;
- Conducts difficult recruiting and examining for sensitive or high level positions;
- Gives guidance and assistance to and may lead the work of one or more analysts or subprofessional personnel;
- Plans and carries out major recruitment campaigns; constructs complex or unusually difficult written tests, analyzes test results, determines passing points, and conducts interviews;
- Prepares class specifications;
- Consults with department heads and other administrators to assist them in the solution of sensitive personnel problems;
- Interprets Civil Service rules, policy and procedures in more sensitive and complex problems;
- Provides liaison with other governmental and private agencies on major projects of mutual concern;
- Plans, organizes, and directs or participates in complex and sensitive special projects, investigations, and studies;
- Prepares and reviews reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** three years of experience in professional personnel work. A Master's Degree in Personnel or Public Administration may be substituted for one year of the required experience. Additional qualifying experience as listed above, or paraprofessional personnel experience in a central personnel agency, may be substituted for education lacked on a year-for-year basis.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.